COMMONWEALTH of VIRGINIA
Department for the Aging

Jay W. DeBoer, J.D., Commissioner

Click here to go to the Virginia Department for the Aging Home Page

TABLE OF CONTENTS
AAA TUESDAY E-MAILING
November 15, 2005

Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

1610 Forest Avenue, Suite 100, Richmond, Virginia 23229
Toll-Free: 1-800-552-3402 (Voice/TTY) • Phone: 804-662-9333 • Fax: 804-662-9354
E-mail: aging@vda.virginia.gov • Web Site: www.vda.virginia.gov

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: November 15, 2005

SUBJECT: JLARC Study – Impact of Virginia's Aging Population on State Agency Services

Yesterday, November 14, 2005, the Joint Legislative Audit and Review Commission (JLARC) presented its final report, "Impact of Virginia's Aging Population on State Agency Services." This report can be found at the JLARC website http://jlarc.state.va.us/meet05.htm#November. There are three documents that can be viewed. Select 'Briefing (Printable)' report first since it is the most concise and user friendly.

- The 'Report' is 3.51 Meg and requires considerable time to download using a telephone modem.
- 'Briefing (Color)' is the PowerPoint slides. It is 492 KB.
- 'Briefing (Printable)' is the handout that was distributed to audience. It is 449 KB.
- The "Supplemental Appendix" is 7.63 Meg

All of these files are in Adobe Acrobat. You must have Adobe Acrobat Reader (version 4.0 or higher) installed on your computer. Adobe Acrobat Reader software may be downloaded FREE from the Adobe web site by clicking on the "Get Acrobat Reader" icon shown below. Instructions for installing Adobe Acrobat Reader software will be provided during the download process.

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
                  Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: November 15, 2005

SUBJECT: National Family Caregiver Support Program – Kinship Care

Information Resources

The following items may be of interest to Area Agencies on Aging who have caregiver resource centers with a section on kinship care.

1. *Grandma's Hands: Black Grandmothers Speak About Their Experiences Rearing Grandchildren on TANF* by Tammy L. Henderson Ph.D. and Jennifer Cook in **The International Journal of Aging and Human Development** A Journal of Psycholosocial Gerontology Vol. 61 (1) 1-19, 2005 edited by Bert Hayslip, Jr.
The article analyzes 20 personal interviews from a larger case study that examines the influence of TANF on grandparent-led families in southwest Virginia. A symbolic interaction theory is used to understand the views and meanings attached to welfare, poverty and poor families as well as to decipher grandmothers' policy recommendations. Article reprint requests should be directed to: Tammy L. Henderson Virginia Polytechnic Institute and State University Human Development (0416)
401-B Wallace Hall Blacksburg, VA 24061 or **thender@vt.edu**

2. Grandparents Rearing Grandchildren: Rights and Responsibilities Virginia Cooperative Extension Publication 350-255 by Tammy Henderson, Ph.D. and
 Michelle L. Stevenson, Ph.D. The four page publication briefly discusses issues of and helps for grandparents rearing children. The publication is available through local Virginia Cooperative Extension Offices.

3. ***Grandparent Visitation Rights: Successful Acquisition of Court-Ordered Visitation*** by Tammy L. Henderson in the **Journal of Family Issues** Vol. 26 No.1, January 2005 107-137. Two categories explain the success that grandparents had in 65 court cases in gaining visitation with their grandchildren:
    (a) serving the best interest of the child and
    (b) (b) a slight shift in family law traditions.
    Contact Tammy Henderson at **thender@vt.edu** concerning copies of this article.

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kevin F. Byrnes, AICP
Demographer

DATE: November 15, 2005

SUBJECT: FY 2005 NAPIS Report

This is just to serve as a reminder to those AAAs that have not yet submitted their FY 2005 NAPIS report that the report should be filed electronically (via e-mail submittal to **Kevin.Byrnes@vda.virginia.gov**) by noon Wednesday November 23, 2005.

I am providing (example attached in pdf format) the updated annual NAPIS summary report to be completed and returned to me after you close out your client data in AIM for FY 2005. Please use this link to access the VDA website and download the actual Excel worksheet ("VA FY05 NAPIS Program Report PSAXX.xls") to be used for submitting your report. You will find this report file listed under the Programmatic Reports section.

Filing Instructions:

1. Please note that upon updating the downloaded file with your local data, please rename the file by replacing the "XX" characters in the file name with your PSA number.
2. Send the updated file to: **Kevin.Byrnes@vda.virginia.gov**

Thank you.

NATIONAL AGING PROGRAM INFORMATION SYSTEM - AREA AGENCY ON AGING (NAPIS-AAA)
FOR TITLES III AND VII OF THE OLDER AMERICANS ACT

FOR THE PERIOD 10/1/04 - 9/30/05 (FY'05): LOCAL AAA-PSA SUMMARY

NEW REPORTING FORMAT: See AIM Report #VA 01 for Question 1 & 2 details

Area Agency:		**PSA #**	
Contact Person:		**Phone #**	

UNDUPLICATED COUNTS OF PERSONS SERVED — Original

1. Total **Unduplicated** Count of Persons Served in **ALL** Title III Funded Services

2. Of the Total in #1, how many were: — Original

Racial Detail:
- a. White - Non-Hispanic
- b. White - Hispanic
- c. American Indian/Native Alaskar
- d. Asian
- e. Black or African American
- f. Native Hawaiin/Pacific Islander
- g. Persons Reporting Some Other Race
- h. Persons Reporting 2 or More Races
- i. Race Missing
- **Note: a. - i. totals should equal #1**

Ethnicity Detail:
- j. Hispanic or Latino
- k. Not Hispanic or Latino
- l. Ethnicity Missing
- **Note: j.- l. totals should equal #1**

Rural Status Detail:
- m. Rural
- n. Not Rural
- o. Rural Unknown
- **Note: m. - o. should equal #1**

Poverty Status Detail
- **p. Caregivers that are not Clients - Poverty Ignored**
- **q. Individuals with Poverty Unanswered**
- r. Individuals with Poverty Unanswered and Congregate Volunteer
- **s. Individuals in Poverty**
- t. Individuals in Poverty/Minority
- u. Individuals in Poverty/Non-Minority
- **v. Individuals Not in Poverty**
- **Note: p. + q. + s. + v. should equal #1**

COMMUNITY FOCAL POINTS AND SENIOR CENTERS

3. Total number of community focal points designated under
Section 306(a)(3) of the OAA in operation during FY'05

4. Of the total in #3 how many were senior centers?
Note: #4 must be equal to or less than #3

5. How many senior centers were operating in your PSA during FY'05?
Note: #5 must be equal to or greater than #4

6. Of the total in #5, how many were funded by Title III during FY'05?
Note: #6 must be equal to or less than #5

NATIONAL AGING PROGRAM INFORMATION SYSTEM - AREA AGENCY ON AGING (NAPIS-AAA)
FOR TITLES III AND VII OF THE OLDER AMERICANS ACT
FOR THE PERIOD 10/1/04 - 9/30/05 (FY'05): LOCAL AAA-PSA SUMMARY

Area Agency:

STAFFING PROFILE Staffing Categories	On September 30, 2004 how many full time equivalents (FTEs) did the agency have on staff?	How many of the FTEs were filled by minority individuals?	How many of the FTEs were paid in full or part using OAA funds?
1. Agency Executive & Management Staff (Includes director, deputy directors, division directors and other positions which provide overall leadership and direction,)			
2. Planning (Includes responsibilities such as needs assessment, plan development, budgeting/resource analysis, inventory, standards development and policy analysis.)			
3. Development (Includes responsibilities such as public education, resource development, training and education, research and development and legislative activities.)			
4. Administration (Includes responsibilities such as bidding, contract negotiation, reporting, reimbursement, accounting, finance, auditing, monitoring and quality assurance.)			
5. Service Delivery - Program Staff (Includes activities associated with the direct provision of a service which meets the needs of an individual older person and/or caregiver.)			
6. Access/Care Coordination (Includes responsibilities such as outreach, screening, assessment, case management and information & referral.)			
7. Clerical/Support Staff (Paid staff that provide support to the management and professional staff.)			
8. **Total Paid Staff** (Sum of 1 - 7)			
9. **Volunteers (FTEs)** **(Note: compute volunteer FTEs by dividing the number of volunteer hours by 2,080)**			
10. **Total Area Agency Staff** (Sum of 8 & 9)			

NATIONAL AGING PROGRAM INFORMATION SYSTEM - AREA AGENCY ON AGING (NAPIS-AAA)
FOR TITLES III AND VII OF THE OLDER AMERICANS ACT
FOR THE PERIOD 10/1/04 - 9/30/05 (FY'05): LOCAL AAA-PSA SUMMARY

Area Agency:

UTILIZATION PROFILE	Enter the total number of providers for each service that were paid in whole or part using Title III funds. Include the AAA if the service was provided directly. If the provider delivers more than one service, count them under each service they provide.	How many of the providers in the first column are minority providers? (See definition below.)	Check here if the AAA was included in the provider count in the first column.
Services			
Personal Care			
Homemaker			
Chore			
Home Delivered Meals			
Adult Day Care			
Case Management			
Congregate Meals			
Transportation			
Legal Assistance			
Information and Assistance			
Public Information/Education			
For the services listed above, how many unduplicated providers did the agency have in FY'05?			

Definition of Minority Provider:

1) a not for profit organization whose controlling board is comprised of at least 51% minority individuals, or

2) a business concern that is at least 51% owned by one or more persons who are either African American, Hispanic origin, American Indian/Native Hawaiian, Asian American/Pacific Islander, or any combination thereof (including White Hispanic persons).

3) a publicly owned business having at least 51% of its stock owned by one or more minority individuals and having its management and daily business controlled by one or more minority individuals.

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Elaine S. Smith, MS, RD
Nutrition Program Coordinator

DATE: November 15, 2005

SUBJECT: Final Meal Counts – Fiscal Year 2005 (Due 11/23/05)

Once again it's time to compile Final Meal Counts for Nutrition Services Incentive Program (NSIP – previously USDA) for Fiscal Year 2005 (10/1/04 – 9/30/05). Remember that this information will be the basis for allocation of funds to AAAs in Fiscal Year 2007.

This year, the Final Meal Count Certification process will occur the same as in past years. On the Certification Form, report and certify the number of NSIP Eligible Congregate Meals Served, number of NSIP Eligible Home Delivered Meals Served, and the Total Number of NSIP Eligible Meals Served. Attach a copy of your AIM VA95 Report for the time period 10/1/04 – 9/30/05. This number should be the same as the AMR (or 13 Month Report) total for the same time period. Please attach an explanation if the numbers do not match.

Remember that the person receiving the meal must meet the eligibility requirements for Congregate or Home Delivered Nutrition to be included in the NSIP count.

For your reference, I have included excerpts from the VDA Service Standards regarding the population eligible for meals and the Nutrition Services Incentive Program (NSIP).

Please note that the 10 percent discrepancy allowed for the AIM Data Monthly Verification Report is different than NSIP Meal Count Certification and does not apply.

Certified information is final. Please be sure your numbers are correct without addition and other errors.

Please contact me by telephone (804-662-9319) or email (Elaine.Smith@vda.virginia.gov) with any questions. Mail or fax the completed Certification Form and AIM VA 95 Report to Elaine Smith at (804) 662-9354 prior to **11/23/05.**   Thank you for your timely assistance with this matter.

Certification
Number of NSIP (USDA) Eligible Meals Served

AAA Final Meal Count – Fiscal Year 2005
10/1/04 – 9/30/05

Certified Number of NSIP Eligible Congregate Meals Served: _____

AIM VA 95 Report (10/1/04 – 9/30/05) attached   _____

# of Congregate Meals per AIM VA 95 Report: _____

Certified Number matches AIM VA 95 Report: Yes___ No___*

    * If No, explanation attached   _____

Certified Number of NSIP Eligible Home Delivered Meals Served: _____

AIM VA 95 Report (10/1/04 – 9/30/05) attached   _____

# of Home Delivered Meals per AIM VA 95 Report: _____

Certified Number matches AIM VA 95 Report: Yes___ No___*

    * If No, explanation attached   _____

Total Certified Number of NSIP Eligible Meals Served: _____
(Total of Certified NSIP Eligible Congregate and Home Delivered Meals)

Authorized Signature: _____

Title: _____

Agency: _____

PSA No.: _____

Date: _____

Once sent to VDA, Certification of Number of NSIP Eligible Meals Served is final

VDA SERVICE STANDARDS
NUTRITION SERVICES INCENTIVE PROGRAM (NSIP)

Congregate Nutrition Service

Congregate Nutrition Service providers receiving Older Americans Act funds may participate in the Nutrition Services Incentive Program (previously USDA commodity food/cash distribution program). To be counted as an eligible meal, and therefore, receive NSIP reimbursement, the following requirements must be met:

- The person receiving a meal must meet eligibility requirements under Older Americans Act
- The participant or other eligible individual (not a volunteer) must be assessed using Uniform Assessment Instrument pages 1 – 3 minimum, "Determine Your Nutritional Health" Nutrition Screening Checklist, and Federal Poverty/VDA Sliding Fee Scale (unless all information needed to determine federal poverty is documented on UAI). Cost sharing does not apply to this service
- For an individual who provides volunteer services during the meal hours (not a site participant) and receives a congregate meal: the full legal name and service units (collected at least on a monthly basis) must be entered into AIM; the Social Security number is recommended but not required.
- The participant may make a donation, but cannot be charged for the meal, means tested for participation, or asked for a cost-share
- The AAA or service provider shall have a record keeping system that tracks frequency of participation and generate unduplicated count information (match the participant's name with their meal)
- The meal must meet RDA and Adequate Intake (AI) requirements and Dietary Guidelines defined above
- Snacks, partial meals and second helpings cannot be counted as a "meal" for reporting purposes
- Congregate meals programs are authorized to serve two- and even three-meal a day programs and each meal can be reported for reimbursement purposes.
- Cash disbursements received under the Nutrition Services Incentive Program (NSIP) shall only be used to purchase United States agricultural commodities and other foods for their nutrition projects.

Agencies are not eligible to receive Older Americans Act funding for meals nor eligible to receive funding under NSIP if the agency:

- Is an adult day care agency that charges for meals in an adult day care facility as part of the total package of services
- Is an adult day care agency that provides meals funded by the USDA Child and Adult Care Food Program and reports the same meal to both programs
- Is an adult day care agency that provides meals funded through a Medicaid Waiver program

The meal is eligible if an adult day care provides meals only with Older American Act and matching funds.

Congregate meals provided to resident(s) living at an Assisted Living facility (previously called Adult Care Residence) and receiving Auxiliary Grant are not eligible for NSIP

funding. The Assisted Living must reimburse the AAA for the cost of the congregate meal if Older Americans Act funds are used. The AAA should develop a written agreement with each facility indicating the cost of each meal and specifics about how payment will be made. Each AAA should have a written policy regarding attendance of Assisted Living residents at congregate nutrition sites.

Home Delivered Nutrition Service

Home Delivered Nutrition Service providers receiving Older Americans Act funds may participate in the Nutrition Services Incentive Program (previously USDA Commodity Food/Cash Distribution Program). To be counted as an eligible meal, and therefore, receive NSIP reimbursement, the following requirements must be met:

- The person receiving a meal must meet eligibility requirements under Older Americans Act
- The client or other eligible individual must be assessed using Part "A" Uniform Assessment Instrument, "Determine Your Nutritional Health" Nutrition Screening Checklist, and Federal Poverty/VDA Sliding Fee Scale (unless all information needed to determine federal poverty is documented on UAI).
- The client may make a donation, but cannot be charged for the meal, means tested for participation, or asked for a cost-share
- The AAA or service provider shall have a record keeping system that tracks frequency of participation and generate unduplicated count information (match the client's name with their meal)
- The meal must meet RDA and Adequate Intake (AI) requirements and Dietary Guidelines defined above
- Snacks and partial meals cannot be counted as a "meal" for reporting purposes
- Home Delivered Meals programs are authorized to serve two and even three-meal a day programs and each meal can be reported for reimbursement purposes
- Cash disbursements received under the Nutrition Services Incentive Program shall only be used to purchase United States agricultural commodities and other foods for their nutrition projects.

VDA NUTRITION SERVICE STANDARDS – ELIGIBLE POPULATION

Congregate Nutrition
Eligible Population –Congregate Nutrition Services are targeted to persons 60 years of age or older. Priority shall be given to older individuals with greatest economic and social need, with preference to low- income minority individuals and to those older persons residing in rural or geographically isolated areas. In addition to meeting established eligibility, individuals must be mobile, not homebound, and physically, mentally and medically able to attend a congregate meals program in accordance with written Area Agency on Aging (AAA) guidelines.

Other individuals eligible to receive a congregate meal include:
- The recipient's spouse, regardless of age or disability
- Individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- At the discretion of the AAA, individuals with disabilities, regardless of age, who reside at home with and accompany older eligible individuals to the congregate site
- At the discretion of the AAA, individuals, regardless of age, providing volunteer services during the meal hours

Home Delivered Nutrition
Definition of Homebound: Someone unable to leave home to attend regular social activities such as a senior center or congregate nutrition site. The recipient may be able to go to medical appointments, but probably needs escort assistance. A client without access to adequate nutrition and for whom transportation to a congregate site is unfeasible may be considered homebound.

Eligible Population – Home Delivered Nutrition Services are targeted to persons 60 years of age or older and homebound. Priority shall be given to older individuals with greatest economic and social need, with preference to low-income minority individuals and to those older persons residing in rural or geographically isolated areas.

Eligibility criteria includes:
- The individual must be homebound as defined above
- The individual must be unable to prepare meals and have no one available to prepare meals.
- The individual must be able to remain safely at home, with home delivered nutrition as a support service.

Other individuals eligible to receive home delivered nutrition services, include:
- The recipient's spouse, regardless of age or disability
- At the discretion of the AAA, an individual with disabilities, regardless of age, who resides at home with the recipient over age 60 who receives a home delivered meal.

Congregate and Home Delivered Nutrition

The AAA shall establish procedures for offering a meal on the same basis as meals are provided to participating older individuals, to other eligible individuals listed above. There is no prohibition against providing services to persons under age 60 with funds from other sources.